

# Simplified Purchase Agreements (SPA)

The SPA is a procurement practice provided by the Government Printing Office that provides for agencies to be able to go directly to a vendor for services without notifying the GPO in advance. The SPA provides a listing of vendors who have been pre-approved by the Government Printing Office to produce printing services for government agencies requiring printing and duplicating services. By giving you authorization to utilize a SPA GPO has agreed to allow you procurement authority to solicit quotations and place orders under the SPA up to a \$2,500.00 limit per single order. Orders exceeding the \$2,500.00 limit will be processed through GPO. This procurement authority is issued in accordance with 48 CFR 1.6 and applicable agency supplemental regulations to the Federal Acquisition Regulations.

To utilize the SPA you must be listed on a Delegated Printing Purchasing Authority” letter maintained by the EASC Printing and Publications Specialist.

To participate in the SPA program, simply submit a justification request letter to EASC outlining the following:

- Why does your office need to bypass GPO and deal directly with a printer?
- Why do you feel GPO cannot process your printing requirements in the timeframe required by your agency?
- Names of individuals you want to be Authorized SPA Users. Give full name, their official job title, purchase limit (dollar amount-not to exceed \$2500.00) and office telephone number.
- Provide a list of all vendors you would like to add to the SPA. Give complete company name, address, telephone number and point of contact.

Mail, fax or email your justification memo to your EASC Printing and Publications Specialist at DOC/NOAA/EASC, 200 Granby St., Norfolk, 23510, or fax to (757) 441-6500 or email me at [Shirley.L.Driver-Kinchen@noaa.gov](mailto:Shirley.L.Driver-Kinchen@noaa.gov).

Allow twenty days from the receipt of your request to establish and initiate the SPA. Once the SPA is approved, you will receive a “Delegated Printing Purchasing Authority” memo from EASC via GPO authorizing your agency to deal directly with the cited vendors you requested, as well as, any other vendor listed on the SPA Agreement.

## **SAMPLE**

### Delegated Printing Purchasing Authority (Request)

**DOC/NOAA/EASC**

**Eastern Administrative Support Center**

**Attention: Printing & Publications Specialist**

**200 Granby Street, Suite 815**

**Norfolk, VA 23510**

#### **Justification Section:**

#### **Authorized Users Section:**

| <b><u>Name of<br/>Individual</u></b> | <b><u>Purchase Limit<br/>Dollar/Amount</u></b> | <b><u>Title</u></b> | <b><u>Telephone<br/>Number</u></b> |
|--------------------------------------|--|---------------------|------------------------------------|
| Jim Dandy                            | 2,500.00                                       | Print Specialist    | (757) 441-5555                     |

#### **Requested Printers:**

| <b><u>Name of<br/>Printer</u></b> | <b><u>Complete<br/>Address</u></b> | <b><u>Telephone<br/>Number</u></b> | <b><u>Contact<br/>Person</u></b> |
|-----------------------------------|------------------------------------|------------------------------------|----------------------------------|
| ABC Printers                      | 123 USA Drive<br>Sunnyside, VA     | (757) 123-4567                     | Jack Rabbit                      |

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Signed by the Director, MIC, etc.

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Date